

# REQUEST FOR USE OF GOVERNMENT VEHICLE

## (FB Reg 55-1)

FROM:	TO: TRANSPORT BRANCH, LRC 5921 16TH STREET, BLDG #189 FORT BELVOIR, VA, 22060	DATE:
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DRIVER INFO:	<i>IS TMP DRIVER REQUIRED?</i>	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
	<i>USER DRIVER PROVIDED?</i>	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>

### TMP DRIVER INFORMATION

WHO SHOULD DRIVER REPORT TO?	LOCATION AND PHONE NUMBER:	TIME AND DATE:
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### USER DRIVER INFORMATION

TIME AND DATE OF PICKUP AT TMP:	QUANTITY AND CARGO TYPE:	TYPE VEHICLE:
DESTINATION	TIME/DATE VEHICLE TO BE RETURNED TO TMP:	REQUESTOR PHONE NUMBER:

### MISSION


#### WEX Credit Card Statement:

By signing, I acknowledge that I have received the Wright Express Credit Card and that I am held responsible for any purchases made on the card until the card is returned back to TMP. I also acknowledge that I have been briefed on the type of fuel to use, to save all receipts and turn them into TMP, items authorized to purchase on the card and that each vehicle has their own card. I will report any misuses, lost, or stolen cards immediately to the TMP.

<u>TAG</u>	<u>PRINT</u>	<u>SIGN &amp; DATE</u>

APPROVED ☐

DISAPPROVED ☐

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TRANSPORTATION COORDINATOR SIGNATURE